

October 2003

Contracts Analyst

Salary Range: \$4,500 - \$6,000/month, plus benefits

Assignment: Under the supervision of the CalFed Science Program's Chief Financial Officer, serve as the liaison between federal and state funding agencies and principal investigators conducting research in support of the CALFED program. The Contracts Analyst will support the efforts of this program by collaboratively working with awardees to develop contracts and grant agreements that are in compliance with funding agency requirements as well as Program budgetary and administrative policies, facilitating the funding process by tracking agreements through various contracting processes and identifying issues that need to be addressed to the CFO. The Analyst will also be responsible for reviewing and monitoring the progress of all contracts and grants for research, including monitoring the timely use of funds, and for developing an effective management and reporting system that assists in identifying funding problems and issues so that they can be quickly resolved. Writing and submitting required reports and facilitating grant closeout will also be required.

The Contracts Analyst will coordinate with the Science Program Manager and state and federal agencies on invoicing to funding sources and initiating expenditures in accordance with grant contracts. The position may also assist in writing contracts and grant applications and requests for proposals or competitive bid solicitation.

Minimum Qualifications: A typical way to obtain the required knowledge and experience would be: progressively responsible experience managing complex projects involving master contracts with multiple subcontracts with multiple change orders across multiple years; write successful proposals for research or consulting services in response to solicitations preferred by public entities; manage fiscal aspects of a broad scientific project, including developing and maintaining budgets for staff, equipment, and supplies; experience negotiating interagency agreements

Education: BA/BS from an accredited college or university as listed in the Higher Education directory, in an appropriate discipline, such as regional planning, public policy; public administration, finance or business discipline. A master's or graduate degree is preferred.

Experience: Minimum of two years of recent professional experience (within last 10 years), progressive and verifiable professional experience in a field of public policy or planning.

Knowledge of: Principles and techniques of grants/contracts application and management. General knowledge of planning, budgeting and associated programming and budgeting at the federal, state and local levels.

Ability to: Conduct computer spreadsheet and database analysis, and translate technical data and information into understandable language. Facilitate inter-agency coordination, and communicate effectively, both orally and in writing. Manage numerous projects simultaneously and carry projects through to completion on time, with limited supervision.